

CURRICULUM VITAE

Anil Kumar

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OBJECTIVE:

Looking for a challenging job where I can reach at infinite success and hard work for the Growth of an organization along with improvement in my own skill.

SKILL AND SUMMARY OF WORK EXPERIENCE

- 1 Yrs. 9 Months Experience in **Whirlpool Of India Ltd** as a Warehouse Exe.
- 7 Yrs. experience in **Escorts Limited** as a Sr. Logistics Exe.
- 1 Years experience in **V Mart Retail Ltd.** As a Sr. Executive

DETAIL OF WORK EXPERIENCE CURRENTLY WORKING

Designation:- Working with **V Mart Retail Ltd.** as a **Sr. Executive** since Jan. 2022 to Present.

Job profile:-

- Co-ordinate with the project team for dispatch plan and taking the quotation from transporters and arranging the vehicle.
- Processing the paperwork (Invoicing, e-way bill) associated with daily operations
- To maintain the warehouse stock, MBQ and avoid the shortage.
- If need any stock in warehouse then taking quotation to the vendor and create the purchase order for warehouse and store.
- Follow-up with the vendor and transporter for dispatches, on time delivery and given schedule for unloading the vehicle at warehouse.
- Arranging internal audit in warehouse on daily and monthly basis.
- Co-ordinate with the project manager and supervisor for new store opening and existing store renovation.
- Doing MRN and processing the bill of the vendor for payment.
- Co-ordinate with our warehouse and site supervisor for goods receipt.

- Co-ordinate with finance team for the payment and bill submission.
- Assign new vendor.
- Prepare daily and monthly MIS.

KEY SKILL:

- I have knowledge about bill processing and vendor creation.
- I have also knowledge about dispatching of goods.
- Also know about documentation like purchase order, service order and invoice, e-way bill.
- Management of warehouse material and supplies, stock inventory control, like cycle count, replenishment, put-away audit.
- Monitor movement of goods from one location to other location relocation, storage of deliveries. Assigning of material to their respective locations and facilitate storage for easy retrieval and rotate stocks by FIFO system.
- Manpower and material coordination, Assigning equipment, Machinery and manpower to various locations and monitoring their movement as per the density of work and priority of scheduled job.
- I also knowledge of picking and dispatch of goods and Audit. ▪
I also knowledge of MIS report.

PREVIOUS COMPANY PROFILE:-

- Total 7 years experience in Escorts Limited as a Sr. Logistics Exe.

Job Profile:- Responsibilities Included

- Responsible for entire depot and Logistics activities of Organization.
- Managing PAN INDIA operations for daily outward dispatching plans.
- Maintain depot inventory and ensure all items move on proper location.
- Process the paperwork associated with daily operations.
- Follow FIFO rule while dispatching the goods.
- To collect daily output data and prepare daily and monthly MIS.
- Plan daily shipment volume and transportation management.
- Coordination with our sales team, shipping and billing Team.
- Answer questions regarding procedures and resolves discrepancies regarding receipt, deliveries, repair and e-way bill.
- Received/Return goods and make MRN (GRN)/RTV(Return to Vendor) ▪
Follow-up with customer and vendor for secondary freight payment.
- Making the TRC (Transport Registration Certificate) for new vehicle registration and arranging the all documents which is required for registration.
- If any customer is facing problem while registering his vehicle then short out the problem coordination with RTA office.

- Workforce Management.

EDUCATIONAL QUALIFICATION:

- 10th passed from CBSE Board.
- 12th passed from CBSE Board.
- Done Diploma Finance and Accounts Form NIFA Institute.
- I have done my graduation from Delhi University.

PROFESSIONAL QUALIFICATION:

- I also knowledge ERP (Oracle).
- I also knowledge about SAP.
- I have also knowledge of basic computer (Ms Office, Excel , Outlook) ▪ Knowledge of mailing system and Internet surfing.

MY STRENGTH:

I have a very positive attitude and I tend to solve the problem as and when it comes. I strongly believe in mutual co-operation.

PERSONAL INFORMATION:

Date of Birth : 01 Jan 1990

Father's Name : Shri Shekhu sahu

Nationality : Indian

Religion : Hindu

Gender : Male

Marital Status : Married

Language : Hindi & English

Hobbies : Watching movie & Singing Song.

DECLARATION:

I do here by confirm that all the above particulars furnished above are true to the best of my knowledge.

Date.....

Place.....

Anil Kumar

